



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DIVISION OF STATE POLICE**



March 2005

Uniform Crime Reporting Newsletter / Updates Incident Based Reporting Standards

NIBRS Training

In mid summer, the UCR Unit will be hosting an Incident Based Training program instructed by the FBI CJIS Division training staff. The exact date and location will be announced under separate cover. This training is to assist the RMS/UCR manager with FBI guidelines and to clarify any IBR issues you may have.

The typical two-day (16 Hours) training session involves a brief UCR review, proper classification of offenses (Group A: Crimes Against Persons, Property and Society and also Group B offenses). Definitions of "offense," "incident," the "Hotel Rule," are also covered. Day two is comprised of accurate scoring (i.e. Data Elements and Data Values), Law Enforcement Officers Killed/Assaulted (LEOKA), and Hate Crime data elements.

We are willing to work with you to tailor the training session to your specific needs. If you provide specific case problems or scenarios, we will include the scenarios in the case problems. This is your training seminar and we strongly encourage your input and comments prior to the development of the training material.

To allow ample time for training material, all requests should be made by the end of April. Please send to:

Fax Number 444-1013
E-Mail Address Linda@risp.state.ri.us

We look forward to hearing from you.

UCR Quality Assurance Review

Compliance with UCR/IBR policy and procedures is essential to ensure accurate crime data. Conformity with national UCR guidelines will become more critical as law enforcement agencies integrate with other crime information databases. To ensure data accuracy a **FBI Quality Assurance Review (QAR) will be conducted in September 2005**, law enforcement agencies will be randomly selected.

Agencies will be notified approximately 45 days prior to scheduled review to gather basic information regarding the flow of reports from the time an offense is reported to its classification, scoring, and submission. During the initial contact call, the FBI auditors discuss logistics pertaining to the on-site review. The FBI auditors then follow up with written confirmation on the scheduled QAR to the Chief that will give general information concerning the QAR process.

During the UCR QAR, a team of FBI Auditors will be conducting an on-site review at local law enforcement agencies. In the first phase, the QAR team will meet with the RMS/UCR Manager to perform an Administrative Review, consisting of questions and learning how an agency manages crime reports and whether the data submitted comply the national definitions and guidelines.

The second phase will be a Data Quality Review, which is an actual assessment of your incidents and arrests and involves reading narratives and auditing data values for each case. Incidents and arrests will be randomly selected and reviewed to ensure accuracy. The UCR QAR is very similar to the NCIC/RILETS Audit.

The third phase consists of the Exit Briefing where the FBI Auditors will finalize the findings of the review conducted. The assessment helps identify areas in the recordkeeping procedures/guidelines that could be addressed to reduce the likelihood of incomplete or inaccurate data being submitted. The RMS/UCR Manager has an opportunity to review each of the discrepancies and either agree or disagree with the findings of the review. In addition, the FBI Auditors will answer any questions the agency may have.

Rhode Island UCR Guideline Book

Each RMS/UCR Manager received at least one hardcopy of the Rhode Island **UCR Guideline Book**, which contains FBI specifications and RI regulations governing the Uniform Crime Reporting

Program. Additional copies are available on the State Police web site, by navigating to the Crime Statistics link and scrolling to the Section entitled Additional Resources (www.risp.state.ri.us).

Reminder

UCR Newsletters should be filed in the RI *UCR Guideline Books* issued to your department. Every department received at least one Guideline Book.

Should you have any comments or questions, please call the UCR Unit at 444-1156.